CONFIGURATION MANAGEMENT PLAN (CMP)
GENERIC TEMPLATE

Contents

Note: This Configuration Management Plan Template is based on the one used at the INEEL. For more information on Configuration Management and how to apply CM principles to Systems Engineering project, contact:

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1.0 INTRODUCTION

Configuration Management (CM) is a discipline for managing the project baseline. Formal CM includes configuration identification, configuration control, configuration status accounting, and configuration verification.

1.1 Project

Define "x" project.

1.2 Purpose

The purpose of this plan is to define the minimum CM requirements applicable to the "X" project and establish uniform CM requirements for control of the "X" project documentation.

1.3 Scope

This plan shall be used by all elements of the "X" project.

1.4 Precedence

In the event of a conflict between this plan and the "X" Project Management Plan (PMP), the order of precedence shall be: 1) the PMP, and 2) the CMP.

1.5 Responsibilities

Project Manager is responsible for overall program management and for assuring that project activities, administrative and service functions are undertaken within the framework of applicable DOE orders. The Project Manager has final review authority/approval of decisions at the CCB.

Control Account Manager will monitor and coordinate the impact of changes with System Engineering and implement approved cost and schedule changes. CAM will determine if the change impacts the projects baseline.

Configuration Manager is responsible to the Project Manager for all matters pertaining to CM, will enforce applicable CM procedure and provide the necessary CM documentation.

2.0 BASELINE IDENTIFICATION

The baseline for the "X" Project is identified in the "X" Project Management Plan.

3.0 CHANGE CONTROL

3.1 Change Classifications

"X" Project will have two class criteria changes. Each Engineering Change Proposal (ECP) falls into one of two Classes. Class I ECP affects a baseline controlled element and/or cost or schedule, and must be approved by the customer CCB; a Class II ECP does not impact baselines and is not subject to customer CCB action.

3.1.1 Class I Criteria.

An engineering change shall be classified Class I when there is one or more of the following is affected:

Approved baseline documents (specification, requirement, ICD's, and etc),

Product configuration identification as contractually specified, excluding referenced drawings (except those prescribed directly in a contract).

Technical requirements contained in the product configuration identification: performance, reliability, maintainability, or survivability, weight, balance, moment of inertia, or interface characteristics.

Non-technical contractual provisions; fee, incentives, cost, schedules, guarantees or delivers.

3.1.2 Class II Criteria.

An engineering change shall be classified Class II when it does not fall within the definition of a Class I change as defined above. Examples of Class II changes are: Changes in in-house controlled documentation (e.g. correction of errors, addition of clarifying notes or views) or a change in allocated program cost or schedule.

3.2 Change Control Board (CCB)

The "X" Project CCB is established within Project Management to accomplish the following:

Determine the level of change.

Evaluate the change impact on cost, schedule, and technical performance.

Approve insignificant changes to the baselines for forward recommended change packages (levels 1 and 2) to the Customer.

3.3 Change Process

Change control for the "X" Project shall be conducted in accordance with the EM Management Control Procedure "Controlling Environmental Management Program Baseline Changes (MCP-3416 {not yet released}).

4.0 CONFIGURATION STATUS ACCOUNTING

Configuration status accounting is the element of CM that provides the essential records and reporting of configuration data for all relevant "X" Project products. The primary objectives of configuration status accounting are:

- To maintain a current listing of all project baseline documentation,
- To maintain current and accurate records of the status of changes, both complete and in process. and
- To track individual product configurations.

Configuration Management will have an automated system for the recording and reporting of status accounting information. The Configuration Manager is responsible for the establishment and maintenance of an automated system for the recording and reporting of configuration status accounting information. The Configuration Manager is responsible for the format of the

documentation and for providing the configuration status on an as-needed basis. Access to this information will be made available to all "X" Project personnel through the established computer networks.

5.0 CONFIGURATION VERIFICATION

Configuration reviews and audits will be conducted to verify baseline documentation and to insure the incorporation of changes.

Note: Also include in your CMP the following:

- A list ofAcronyms
- Appendix (if necessary)
- Flowcharts (if necessary)
- Definitions
- References